



UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF NORTH CAROLINA

VACANCY ANNOUNCEMENT

POSITION: Docket Clerk Supervisor

ANNOUNCEMENT: 16-04

LOCATION: Greensboro, NC

CLASSIFICATION LEVEL/SALARY: (CL 27-28) \$47,390 to \$92,336
Depending on experience and qualifications. If appointed at CL-27, promotion potential without further competition to CL-28 exists.

TERM: Permanent

CLOSING DATE: Open until filled
Priority consideration given to applications received by April 25, 2016.

POSITION DESCRIPTION

The Clerk of the United States District Court for the Middle District of North Carolina in Greensboro is receiving applications for the position of **Docket Clerk Supervisor (Supervisor)**. The position oversees all work performed by employees handling civil and criminal docketing, civil and criminal quality assurance procedures, appeals and intake.

REPRESENTATIVE DUTIES

The Supervisor serves as a first line supervisor over the Docket Team and is responsible for directing staff and ensuring compliance with appropriate guidelines, policies, and internal controls. The position involves the application of technical knowledge relating to the work being supervised as well as professional and supervisory skills related to leading a team of employees. The Supervisor supervises a staff of seven.

- Supervises all employees on the Docket Team. Provides leadership and direction to the Docket Team.
- Promotes and encourages team building and collaboration.
- Counsels employees regarding performance management and completes performance appraisals.
- Distributes and balances the workload among docket clerks to most effectively and efficiently utilize staff.
- Resolves day-to-day problems, makes recommendations, establishes work standards and implements new procedures under the direction of the Chief Deputy.
- Oversees receipt and review of incoming paper and electronically filed documents for conformity with federal and local rules, policies and procedures.
- Trains and instructs employees in specific tasks and policies, procedures, and internal controls.
- Drafts, revises, and makes available written instructions, reference materials, and supplies.
- Answers docketing procedural questions for judges, staff, and the public.
- Assists with staff workload when required.
- Oversees records and mail management activities.
- Demonstrates professionalism, sound ethics, and good judgment. Handles confidential and sensitive information appropriately.

QUALIFICATIONS

Applicant must have:

1. At least one year specialized experience equivalent to work at a CL-26 which provided the applicant an opportunity to gain:
 - Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

Note: For appointment at a CL-28, at least one year of the above specialized experience equivalent to work at a CL-27 is required.

2. At least one year specialized experience that included progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain:
 - Skill in dealing with others in person-to-person work relationships.
 - The ability to exercise mature judgment, and
 - Knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.

Note: For appointment at a CL-28, two years of the above specialized experience is required

PREFERRED QUALIFICATIONS:

- A bachelor's degree;
- Leadership experience resulting in strong leadership skills, including the ability to effectively coach, develop, motivate and manage an experienced, service-oriented team;
- Prior Federal Court knowledge or experience;
- Skill in using applicable automated systems, particularly the Court's Case Management/Electronic Filing System (CM/ECF);
- Experience with current versions of Lotus Notes, the Microsoft Office suite (including Microsoft Word, Excel, etc.), Adobe Acrobat, and Windows;
- Work experience that demonstrates the applicant's ability to successfully manage multiple competing priorities and work with limited supervision;
- Experience which reflects the applicant's ability to work collaboratively (both as a supervisor and as part of a management team);
- Proven ability to assume and delegate responsibility;
- Proven ability to work effectively with judges and chambers staff, or individuals of comparable authority;
- Superior work ethic, motivation and desire to excel;
- Excellent oral and written communication skills;
- Detail-oriented and organized;
- A professional demeanor.

PHYSICAL REQUIREMENTS:

Successful candidate must be able to bend, pull, push and lift up to 20 pounds, reach, walk, stand and/or sit for extended periods, with or without accommodation.

BENEFITS

Federal benefits include ten paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System and matching and tax-deferred Thrift Savings Plan. Optional participation in Federal Health Insurance, Federal Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance.

INFORMATION FOR APPLICANTS

The United States District Court requires employees to adhere to a code of conduct which is available on the judiciary's web site at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct>. As a condition of employment, the final candidate will be subject to a background investigation. This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

Due to the volume of applications received, only the best qualified applicants will be invited for personal interviews. The United States District Court is a smoke-free environment. Applicants must be U.S. citizens or eligible to work in the United States. Applicants can download an application from our web site at www.ncmd.uscourts.gov. Applications may also be obtained in the Clerk's Office, 4th Floor, U.S. Courthouse, 324 W. Market St., Greensboro, NC.

TO APPLY:

Please submit a cover letter and resume (or application) marked CONFIDENTIAL to

U. S. District Court
Attn: Human Resources
Specialist
324 W. Market St.
Greensboro, NC 27401

Applications should be received no later than **April 25, 2016**. Travel and relocation expenses will not be reimbursed.

The United States District Court is an Equal Opportunity Employer.